

# Ashendon Parish Council Contingency Plan

## Ashendon Emergency Check List and Contact List (below, page 4/5)

### Actions

#### Activation and call-out by 'first response' individual

**1. Identify nature of incident & notify services required**

Dial 999 for Police/Fire/Ambulance

(Anti-Terrorism should be contacted via the Police).

**2. Be prepared to give:**

- a) Name, telephone number, address and/or location
- b) Full details of the incident (as far as ascertained without incurring risk) including when occurred, where and the current situation
- c) What emergency services are being requested
- d) Estimation of number of any casualties (either human, animal or both) including injuries and/or fatalities
- e) Any perceived hazards such as road blockages, fire, etc.

**3. Contact Ashendon Emergency Co-ordinator, Deputy Emergency Co-ordinator or any member of the Crisis Management Team:**

#### Crisis Management Team

- Emergency Co-ordinator:  
David Crwys-Williams: **01296 651158**
- Deputy Emergency Co-ordinator:  
Pete Jolley: **0845 388 1596**
- Media Liaison Officer:  
Sian Miller : **01296 651181**
- Utility Vehicle & Generator Liaison:  
Chris Rand: **07970 275208**
- Crisis Management Team:  
Chris Rand: **07970 275208**  
Peter Smettem: **01296 651598**  
Kevin Nash: **01296 658810**

- a) Ascertain nature of emergency and Initial Response per 2a – 2e above
- b) Confirm as appropriate that Emergency Co-ordinator/Deputy / Media Liaison Officer / Crisis Management Team members have been notified and briefed

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- c) Contact any individuals under immediate threat and/or vulnerable members of the community
- d) Initiate Communication Tree (contact initially may be to inform residents of the nature of the emergency or inform them of current Emergency Service advice regarding any action to be taken).
- e) Notify Health, Safety & Resilience Officer - Aylesbury Vale District Council
- f) Contact key-holders of buildings identified as village refuge/assembly/treatment centres:

**Village Hall:**

Rita Tomlinson: **01296 658119**

Kevin Nash: **01296 658810**

Richard Bates: **01296 651350**

Ruth Pimm: **01296 651990**

**Playing Field Pavilion/Car Park:**

Tans Theobald: **01296 651869**

Vicky Blue: **01296 651419**

**The Hundred Public House:**

Matt Gill: **01296 651296**

**St. Mary's Church:**

Peter Smettem: **01296 651598**

Imogen Holbrook: **01296 651453**

Roz Boughton

- g) Contact qualified medical staff amongst village residents – Doctors, Nurses, First-Aiders:

**Doctors:**

Andy Theobald: **01296 651869**

Roger Gundle: **01296 655632**

Jo Gundle: **01296 655632**

**Nurses and First-Aiders:**

Sarah Chester: **01296 709682**

Liz Johnson: **01296 655137**

Liz Follows: **01296 658062**

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- h) Contact other organisations as appropriate or necessary (*liaise with emergency services to avoid duplication*)
- Utility companies
  - Environment Agency
  - Social Services
  - Church Leaders
- i) Establish whether or not a Community Emergency Meeting is necessary. If **YES** then:
- Identify venue in which to hold meeting
  - Establish if people can get there safely
  - Re-take Action 5a
  - Compile agenda and appoint Chairman (usually Emergency Co-ordinator)
- j) Ensure that people's well-being is provided for:
- Administration of first aid is available (see 8 above)
  - Water or hot drinks can be provided
  - Toilet facilities are available
  - Information about family and friends can be co-ordinated
  - Advice about what is being done to help people is available
  - Clothing/blankets can be provided if required
  - Short-term rest facilities are available
  - Meeting point for family and friends is identified and promulgated
- k) Ensure that all decisions, actions and contacts are time recorded and logged

# Ashendon Parish Council Contingency Plan

## CONTACTS:

- Emergency Services: Fire/Police/Ambulance: **999**
- Anti-Terrorism Hotline: **0800 789 321**
- Community Police Officer: Matt Spacerley - **08458 505505**
- Aylesbury Police: **01296 396000** and **08458 505505**
- Fire Service HQ: **01296 744400**
- Bucks Search & Rescue: (contact via Police)
- Bucks & Oxon 4x4 Response Group: **07765 426595**

## **Crisis Management Team**

- Emergency Co-ordinator: David Crwys-Williams: **01296 651158**
- Deputy Emergency Co-ordinator: Geoffrey Pimm: **01296 651990**
- Media Liaison Officer: Sian Miller : **01296 651181**
- Utility Vehicle & Generator Liaison: Chris Rand: **07970 275208**
- Crisis Management Team: Chris Rand: **07970 275208**  
Peter Smettem: **01296 651598**  
Kevin Nash: **01296 658810**

## **Aylesbury Vale District Council**

Health, Safety & Resilience Officer: David Thomas: **01296 585158**

## **Keyholders**

### **Qualified Medical staff:**

Doctors:

Andy Theobald: **01296 651869**

Roger Gundle: **01296 655632**

Jo Gundle: **01296 655632**

Nurses and First-Aiders:

Sarah Chester: **01296 709682**

Liz Johnson: **01296 655137**

Liz Follows: **01296 658062**

### **Local Surgeries:**

Waddesdon: **01296 658585**

Brill: **01844 238284**

**NHS Direct:** 08454647

### **Other Organisations and Utility Companies:**

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### **St. Mary's Church:**

Revd Priscilla Slusar: **01844 238 325**

Revd Jenny Edmans: **01844 237855**

**Aylesbury Vale Social Services: 0845 3708090 and 01494 675802 (out of hours)**

**Bucks WI Voluntary Resilience Scheme: Ruth Pimm 01296 651990**

**Environment Agency/Floodline: 0845 9881188**

**Electricity: DF 08007 838838: East Midlands 08000 568090**

**Sewage: Thames Water: 0845 9200 800**

**Water Supply: Thames Water 0800 714614**

**Water/Sewage: Anglian Water Services 08457 145145**

**Water/Sewage: Three Valleys Water 08457 823333**